

## **EDITED TASK LISTING**

**CLASS: FACILITY CAPTAIN**

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*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Interprets and carries out the policies of the Department of Corrections (DOC) using the California Penal Code, California Code of Regulations (CCR) Title 15, Departmental Operations Manual (DOM), Institutional Operational Procedures (IOP), Administrative Bulletins (AB), etc., to ensure public safety, safety of staff and inmates, etc., under the direction of the Correctional Administrator and indirectly by the Chief Deputy Warden or Warden.
<b>2.</b>	Chairperson of the unit classification committee: organizes and conducts classification of inmates based on pertinent case factors (e.g., medical/mental health status, custody designation, work/privilege group, housing, etc.) utilizing the inmate Central files for the appropriate placement in education/vocational training, work assignment and other programs (i.e., Minimum Support Facility (MSF), Substance Abuse Program (SAP), Fire Camps, etc.) pursuant to CCR Title 15, DOM and mandated court decisions.
<b>3.</b>	Audit and monitor the inmate disciplinary process (CDC 115 Rules Violation Report) by providing on-the-job training for the Hearing Officer (HO)/Senior Hearing Officer (SHO) to ensure due process and regulatory requirements are met by reviewing the disciplinary report/logs in accordance with CCR Title 15 and under the direction of the Chief Disciplinary Officer.
<b>4.</b>	Establishes and preserves professional working relationships with institutional staff and inmates to promote cooperation and enhance institutional operations utilizing effective communication by treating others with mutual respect and courtesy, as directed by departmental public safety/service guidelines.
<b>5.</b>	Manage, supervise, train and evaluate (Individual Development Plans, probationary reports, etc.) the work of staff (custody or non-custody) to ensure completion of assigned duties (e.g., institutional counts, inmate feeding/clothing/housing, security searches, etc.) and maintain a level of expected standards by conducting internal audits, random inspections, reviewing daily reports, etc., in accordance with DOM, AB, IOP.
<b>6.</b>	Initiates and reviews reports/memos regarding institutional/departamental issues (e.g., sick leave/overtime management, Use of Force, staff discipline, inmate discipline, incidents involving staff and/or inmates, safety and security issues, respond to correspondence, etc.) and takes or recommends appropriate action utilizing DOM, IOP pursuant to CCR Title 15 and under the direction of the Warden or designee.

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<b>7.</b>	Manage (inspects, tours, and audits) facility operations (e.g., inmate housing/dining/educational/vocational areas, prison industries, etc.) by providing a safe and sanitary inmate living/working conditions through the active efforts of properly trained staff (e.g. develop inspection tools, ensure appropriate availability of cleaning supplies, availability of inmate appeal forms, maintenance work orders, etc.) in compliance with environmental, health and safety standards.
<b>8.</b>	Acts as an Inmate Appeals Examiner by reviewing and investigating (e.g., second level responses, conducts interviews and onsite reviews of physical evidence, coordinates with the Legal Affairs Division, directs modification orders, etc.) issues which adversely impact an inmate's program and prepares a response at the Third Level Review for a designated representative of the director under supervision of the Chief of Inmate Appeals by utilizing established laws, rules, regulations, policies and procedures pursuant to DOM, CCR Title 15, IOP, etc.
<b>9.</b>	Conduct studies of institutional issues (e.g., staff/fiscal resources, equipment, physical plant modifications, security concerns, etc.) to assess/evaluate/analyze the feasibility of developing and implementing a mission/program change by coordinating a project task force (e.g., delegate assignments, staff meetings, cost analysis, develop time frames, institutional/departmental impact, identify stakeholders, etc.) under the direction of the Department of Corrections Director.
<b>10.</b>	Reviews and coordinates the inmate's appeal process for the first level (formal) response (e.g., conducts interviews, conducts onsite review of physical evidence, etc.) which adversely impacts an inmate's program and reviews/prepares and submits a response to the Division Head for approval, utilizing established laws, rules, regulations, policies and procedures pursuant to DOM, CCR Title 15, IOP, etc.
<b>11.</b>	Facilitate a team effort between custody, counseling and other staff to promote an effective and efficient method of operation when dealing with inmate activities/disruptions (e.g., classification, escorting, disciplinary, lock downs/modified programs, court mandated programs, etc.) by developing team building concepts, effective communication, empowerment, diversity and information sharing, as required.
<b>12.</b>	Serves as Administrative Officer of the Day (AOD) during non-business hours in an institutional setting to make administrative decisions and disseminate information regarding serious incidents and/or unusual occurrences in the absence of the Warden by becoming familiar with any special problems or existing situations (e.g., briefings, tours of the institution, AOD contact reports, etc.), as scheduled by the Warden.

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<b>13.</b>	Conduct and/or participate in hiring interviews to fill vacant positions within the institution and recommend the most competitive candidates for the Warden's approval by reviewing personnel/supervisory/training files, references, performance evaluations, etc., as required.
<b>14.</b>	Participate in special assignments (e.g., conduct high level/sensitive investigations, compliance review audits, test development, serve as State Services Representative (SSR) for interview panels, etc.) as a representative of the department/institution to provide expertise on subject matter or topics by using personal/professional knowledge and experience pursuant to the Penal Code, CCR Title 15, DOM, IOP.
<b>15.</b>	Conduct and/or attend meetings (e.g., executive staff, use of force, unit/staff meetings, Inmate (Men/Women) Advisory Counsel, Overtime/Sick Leave Management Review Committee (OSLMRC), etc.) with executive/institutional staff or inmates to define and resolve problems, discuss and disseminate information regarding sensitive issues and review goals and objectives which impacts the operation of the institutions using telephone conference calls, video conferencing, executive directives, etc., as required.
<b>16.</b>	Develops policies and procedures (e.g., Operational Procedures, Post Orders, DOM supplements, Policy Memos, etc.) for the institution to provide guidelines for compliance with changing policies to ensure public safety, safety of staff and inmates, etc., using Departmental Directives, legislative changes, MOUs, court decisions, etc., as required or under the direction of the Correctional Administrator.
<b>17.</b>	Ensure compliance with court mandates (e.g., Armstrong-American Disabilities Act (ADA) and DPP (Disabilities Placement Program)/Coleman—Mental Health Services Delivery System (MHSDS)/Clark—Developmental Disability Program (DDP)) as it applies to inmates access to programs, services, and activities by identifying barriers/equipment, staff awareness/training, inmate orientation/training, develop procedures, establish systems for proof of practice and monitor compliance, etc., as required by law.
<b>18.</b>	Review and approve confidential information (i.e., information which if known to the inmate or other inmates could endanger the safety of any person, jeopardize the security of the institution, or classified confidential by another agency) to ensure the information meets established criteria prior to placement of information into the inmate central file using CCR Title 15 Section 3321 as required.

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19.	Initiate and prepare reports for Departmental Review Board (DRB) for inmate classification related issues (e.g., housing, meritorious credit, out-of-state or federal prison placement, placement of inactive gang members/associates, etc.) for director's level resolution, utilizing central files, interviews, etc., pursuant to CCR Title 15 Section 3376.1 and/or as required.
20.	Participates in the Emergency Operation Exercise (EOX) (e.g., acts as resource/liason to emergency commander, gathers intelligence, role player, controller, etc.) of an institution to evaluate the readiness/ability to respond and/or react to a major disturbance/emergency/natural disaster (e.g., riots, lockdowns, power failures, inmate strikes, accidents or injuries, earthquakes, flood, etc.) by utilizing the Disturbance Control Plan (Resource Supplements) under the direction of the Warden.
21.	Reviews and evaluates all reported incidents where force was used by staff, to reach a judgment concerning the appropriateness of the force used, prepares a First Level Managers Review (e.g., requests clarification reports, recommends investigation, initiates corrective action/training, etc.) and may participate as a member of the Executive Use of Force Review Committee utilizing written reports, video tapes, interviews, etc., pursuant to CCR Title 15, Section 3268.
22.	Carries out managerial responsibilities by providing on-the-job training for institutional staff to increase and broaden the knowledge, experience, and skills of self-motivated, career-oriented employees utilizing and recommending special/acting assignments, out of class/training and development assignments, afford employees the opportunity to attend in-service/out-service training, etc., pursuant to DOM 32010.
23.	Identify and/or recognize those employees who have exhibited commendable performance and/or made a significant contribution to the operation of the institution to promote positive morale and encouragement by presenting letters of appreciation/commendations, nominating staff for employee of the month, etc., as required.
24.	Ensure staff are in compliance with the departmental Equal Employment Opportunity policy by monitoring, training, documenting, taking immediate corrective action to promote a work environment free of discrimination (e.g., age, gender, race, religion, etc.) pursuant to local and federal laws.

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<b>25.</b>	Review (within 24 hours or next working day) the Order and Hearing on Segregated Housing (CDC 114D) to determine if an inmate's placement is appropriate and/or retention is necessary and assess the need for a staff assistant, investigative employee, witnesses, etc., by reviewing disciplinary and/or confidential reports, central file, inmate interview, physical evidence, etc., pursuant to CCR Title 15.
<b>26.</b>	Participates as a member of the Institution Classification Committee (ICC) by reviewing housing concerns while in Administrative Segregation (Ad Seg) (i.e., yard groups, cell status, gang status, enemies, shooting policy, etc.) and is responsible for an inmates initial placement in Ad Seg until resolution of casework results in release or transfer ensuring the safety and security of inmates, staff and the institution by utilizing central files, disciplinary/investigative/confidential reports, etc. pursuant to CCR Title 15 and DOM.